

BUREAU OF ENGRAVING AND PRINTING
SPECIAL ANNOUNCEMENT

DATE: June 29, 2005

SUBJECT

**ESTABLISHMENT OF BEP
CAREER TRANSITION AND RESOURCES CENTER**

PURPOSE AND SCOPE. This Special Announcement is to inform all Bureau employees in Washington, DC of the establishment of the Bureau of Engraving and Printing Career Transition and Resources Center, and policy governing employee use.

INFORMATION. The Career Transition and Resources Center is designed to provide an array of career counseling services. An on-site career counselor is available to assist employees with resume writing, interviewing, and conducting job searches. The Center shall provide useful reference materials for employees, including listings of community, state and local employment services, job assistance centers and job search hotlines. The counselor shall provide information on software available for use by employees to further assist in resume writing, the job search process and other related career assistance.

LOCATION AND HOURS OF OPERATION. The Career Transition and Resources Center is located in the Office of Human Resources, room 202A. Hours of operation are as follows:

- **Tuesdays – 5:30 a.m. – 11:00 a.m. and 1:00 p.m. – 2:30 p.m.** The career counselor is available to provide confidential, one-on-one consultation to employees by appointment only;
- **Wednesdays – 6:00 a.m. – 11:00 a.m. and 1:00 p.m. - 3:00 p.m.** The career counselor is available to assist employees with job searches and related requests utilizing personal computers for their convenience (no counseling sessions); and
- **Thursdays – 9:00 a.m. – 11:00 a.m. and 1:00 p.m. – 6:00 p.m.** The career counselor is available to provide confidential, one-on-one consultation to employees by appointment only.

PROCEDURES. Employees are required to complete the Career Transition and Resources Center Appointment Request Form, BEP Form 1702 (click form name), including first-line supervisory approval, and forward to the Center for Excellence, room 100A for scheduling. BEP Form 1702 is available via Webforms or contact the Center for Excellence at 874-3051. Appointment request forms should be submitted at least one week in advance. **Appointments will not be accepted without the completed request form.**

OVER

OFFICE OF PRIMARY RESPONSIBILITY. BEP Center for Excellence, Office of Human Resources.

Joel C. Taub
Associate Director (Management)

Attachment

DISTRIBUTION "E" – Washington, DC